

## FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the BEST VALUE AND SCRUTINY SUB COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Tuesday 5 March 2019 at 11.00am

PRESENT Cllr Sandra Brown (Chairman)

Cllrs:	Geoffrey Ackerman	Maggie Ray
	Kelvin Clayton	Martin Ray
	Keith Day	Dave Rickard
	Barry Irvine	Barbara Vousden

Also in attendance: Cllrs Anne Rickard and Sarah Williams.

### PUBLIC FORUM

Mr John West, of the West Bay Discovery Centre, spoke in relation to Minute 36, providing details of how the Centre had provided community benefit since its opening in August 2018 and the plans for the future. He hoped the Town Council would be able to support the Centre's request for funding.

### 32. APOLOGIES

There were no apologies.

### 33. DECLARATIONS OF INTEREST

Cllr Kelvin Clayton declared an interest in the Bridport Youth and Community Centre Trust, as a Trustee and left the room while the discussion and decision on Minute 41 took place.

Cllr Barbara Vousden declared an interest as a volunteer at the West Bay Discovery Centre and left the room while the discussion and decision on Minute 36 took place.

Cllr Sarah Williams declared an interest as a trustee of the Bridport Area Development Trust and left the room while the discussion and decision on Minute 36 took place.

Cllrs Geoffrey Ackerman, Kelvin Clayton, Barry Irvine and Sandra Brown declared their status as trustees to recipients of Town Council SLA grant support. However, as these were not the subject of decision-making, none declared a disclosable pecuniary interest.

### 34. MINUTES

The minutes of the meeting of the Best Value and Scrutiny Sub Committee held on 4 December 2018 were confirmed as a correct record and signed by the Chairman.

RESOLVED: that agenda item 8 and 9, Grant Criteria for 2019/20, and Grants to Larger Organisations respectively, be brought forward as the next items of business at the meeting.

### **35. GRANT CRITERIA FOR 2019/20**

Councillors considered a report of the Town Clerk, ENCL: 3407. The report proposed no changes to the current criteria for the Council's community grants scheme, and considered principles for the establishment of a scheme for disbursement of the proceeds of the West Bay Car Boot Sale.

The Town Surveyor outlined an agreement with West Dorset District Council for the running of the West Bay Car Boot Sale. The Town Council had run the event for the latter part of summer 2018, and had agreed to continue starting on 28 April 2019. The Council had further agreed that local councillors would agree the awarding of grants from the proceeds of the Car Boot Sale.

Members considered the geographical area that would be covered by the Car Boot Sale Grants, councillor involvement in awarding these grants, and the timetable for the grant scheme.

RECOMMEND:

- (1) that principles for the disbursement of the proceeds of the West Bay Car Boot Sale be along the lines of the existing West Dorset District Council agreement, and be kept separate from the Town Council's community grants scheme.
- (2) that the Car Boot Sale grants scheme covers the Bridport Local Area Partnership area.
- (3) that the grants to be awarded be recommended to the Finance & General Purposes Committee by the Best Value & Scrutiny Sub-Committee.
- (4) that grants to be awarded from the income from part of 2018, as collected by Bridport Town Council, be advertised shortly, with a view to the applications being considered at the next meeting of this committee.

Councillors further considered the criteria for grants awarded under the Town Council's community grants scheme.

RECOMMEND:

- (5) that Criterion 4 of the current community grants scheme be amended to include a preference for match funding from the relevant parish council in the case of any grant for activities or projects outside Bridport parish.

### **36. GRANTS TO LARGER ORGANISATIONS**

Councillors considered a report of the Town Clerk, ENCL: 3408. This considered a request for annual funding from the West Bay Discovery Centre, alongside other SLA-supported funding for the Museum, Leisure Centre, Arts Centre, CAB, and Youth & Community Centre.

Cllr Sarah Williams reported her support for funding for the West Bay Discovery Centre which was well-used, and had been working in partnership with the Council's Tourist Information Centre. She left the meeting for the remainder of this item.

RECOMMEND: that

- (1) the current arrangements be noted.
- (2) the West Bay Discovery Centre (part of the Bridport Area Development Trust) be awarded a Service Level Agreement (SLA) grant of £3,000 per annum from 2019/20, subject to the provision of accounts and the annual review of the SLA.
- (3) All SLA-supported grants be for a term of five years from 2019/20, with an option to review following Dorset Council's review of discretionary funding.

### **37. INTERNAL AUDIT AND FINANCIAL RISK ASSESSMENT**

Consideration was given to a report from the Town Clerk, ENCL: 3403.

The Town Clerk reported on the second visit that the internal auditors, Lightatouch, had made in January 2019.

He highlighted each section covered under the audit, namely:

- Bank Reconciliations and Balances
- Petty Cash
- Income and Expenditure
- VAT
- Tourist Information Centre
- Transparency Code
- Town Council Minutes

The Auditors reported that the records and procedures in place continue to provide a good standard of control and no formal recommendations were made for the period September to December 2018 for these transactional elements.

Members thanked the Finance and Office Manager for all his work.

The Town Clerk & Finance and Office Manager presented the current financial risk assessment for 2018/19. The report would be finalised at the end of the year.

RESOLVED: that the Internal Audit report and financial risk assessment for September to December 2018 be noted.

### **38. INVESTMENT REVIEW 2018/19 AND STRATEGY 2019/20**

Consideration was given to a report of the Town Clerk, ENCL: 3404.

Members noted the investment income over the past year, and the Council's proposed future investment strategy.

RECOMMEND:

(1) that the investments made in 2018/19 be noted as in the report.

(2) that the Investment Strategy be approved as drafted.

The Town Clerk and the Finance & Office Manager agreed to keep current arrangements with Barclays and Santander Banks under review.

### **39. ASSET REGISTER**

Councillors considered the Asset Register, ENCL: 3405.

RECOMMEND: that the Asset Register be approved and the Town Clerk be given delegated authority to make any final amendments, before it is signed by the Chairman of the Finance and General Purposes Committee and the Town Clerk.

### **40. STANDING ORDERS AND FINANCIAL REGULATIONS**

Councillors considered a report of the Town Clerk, ENCL: 3406. The report noted that the Council's Standing Orders had been review in June 2018, and that following a further review, new model Standing Orders could be considered for adoption. Similarly, new model Financial Regulations were available but would require detailed consideration before adoption.

RECOMMEND:

(1) that the adoption of revised Standing Orders based on the NALC model be considered following the election of a new Council in May 2019.

(2) that the Financial Regulations be approved without change for 2018/19.

(3) that the model Financial Regulations be adapted for Bridport Town Council during 2019/20, and presented to the Sub-Committee for approval.

### **41. COMMUNITY GRANTS**

Councillors considered a report of the Town Clerk, ENCL: 3409.

The Town Clerk reported that three applications had been received.

RECOMMEND: that the following grants be paid:

(1) Bridport Park Run – up to £300 for a publicly accessible defibrillator, subject to a demonstrated financial need

(2) Direct Action Now Group East Road - £150 as match funding towards the cost of speed monitoring equipment, subject to a demonstrated financial need

Cllr Kelvin Clayton left the meeting for the remainder of this item.

RECOMMEND: that the following grant be paid:

(3) Bridport Youth & Community Centre - £600

**42. ANNUAL TOWN MEETING ARRANGEMENTS**

It was reported that all grant recipients were invited to the Annual Town Meeting on Tuesday 26 March 2019 in the Town Hall, at 7.00pm.

RESOLVED: that the arrangements for the Annual Town Meeting be noted.

**43. BRIDPORT COLLABORATION**

Cllr Sarah Williams reported that a collaboration project involving recipients of discretionary grant funding had been established by George Streatfeild. The group had met three times to date, and was now seeking to pursue grant funding from the Arts Council for an initial project that would scope the potential for a larger initiative. The initial application would be for up to £15,000 and £1,200 match funding had been agreed by WDDC. Cllr Williams proposed that the Town Council agree £1,200 to match WDDC's contribution.

RECOMMEND: that the Town Council supports the initial application to the Arts Council, and agrees a contribution of £1,200 towards the project to be funded from existing budgets.

The meeting closed at **12.55pm**

**The next meeting of this Sub Committee will be on 4 June 2019**